



**PETTY CASH ADVANCE FORM**  
**(Internal Use Only)**

**Date** \_\_\_\_\_

**Amount \$** \_\_\_\_\_

**Purpose (Descr.)** \_\_\_\_\_

**Department** \_\_\_\_\_

**Account/Speedcode** \_\_\_\_\_

By dating and signing this form I hereby that I have received the cash amount specified for business purposes. I understand that after making the purchase I must submit detailed receipt(s) to support the cash received. Also, I agree that I will be personally liable to repay any cash that is not supported by appropriate receipts or if the cash is not used for the intended business purpose.

\_\_\_\_\_  
**Received by**  
(Signature of person receiving cash)

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Approved by**  
(Department Manager/Supervisor)

\_\_\_\_\_  
**Date**

**Note:** Please remember to present a State of Georgia Sales & Use Tax Certificate of Exemption Form at time of purchase. Dalton State College does not pay Sales & Use tax in State of Georgia. The Tax Certificate form is located on the Purchasing website <http://www.daltonstate.edu/purchasing/p-card/pdf/p-card-tax-exempt-certificate.pdf>.

\_\_\_\_\_  
**Approved by**  
(Office of the Bursar)

\_\_\_\_\_  
**Date**

**To be completed upon Return of Funds:**

\_\_\_\_\_ **Total Cash Returned**

\_\_\_\_\_ **Total Receipts Returned**

\_\_\_\_\_  
**Recipient Signature**

\_\_\_\_\_  
**Approval** (Representative from the Bursar's Office)